

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 5160

TITLE: CONSTRUCTION/MAINTENANCE PROJECT MANAGER I

GRADE: S-26

DEFINITION:

Under general supervision, independently performs the full performance level of planning, construction or maintenance project management work; plans, monitors, schedules, budgets, coordinates and manages the work of consultants and/or construction contractors carrying out capital construction, renovation or maintenance projects; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

This class is distinguished from the classes in the Engineering series in that the Project Manager plans, monitors, budgets, schedules and coordinates projects concerned with the construction and maintenance of infrastructure, facilities and systems, whereas the Engineer performs work in design, contract administration, design review or approval of designs, plans or construction.

The Project Manager I class is distinguished from the Project Manager II class in that the Project Manager I coordinates and manages planning, design, construction and maintenance projects on a smaller scale with a less complex scope whereas the Project Manager II coordinates and manages large scale, highly complex and/or sensitive capital projects which involve multiple agencies, community stakeholders and project-based matrix organization teams.

ILLUSTRATIVE DUTIES:

(The illustrative duties listed in this specification are representative of the class but are not an all inclusive list. A complete list of position duties and unique physical requirements can be found in the position job description.)

Performs contract administration on architectural/engineering (A/E), planning and/or construction contracts for facilities renovation, maintenance, stormwater facilities, transportation facilities, and other County projects from inception, design, award, construction and through the warranty period;

Manages A/E and/or construction contracts, develops project scopes, budgets and schedules;

Provides quality control to ensure construction process achieves the required goals and meets project specifications;

Interprets construction plans and specifications, initiates actions to correct deviations or violations;

Plans, monitors, manages and coordinates work performed by construction or maintenance contractors;

Supervises professional, paraprofessional technical and administrative personnel assigned to the project;

Ensures compliance with Federal, State and County codes;

CLASS CODE: 5162

TITLE: CONSTRUCTION/MAINTENANCE PROJECT MANAGER I

GRADE: S-26

Page 2

Reviews work in progress for cost and compatibility with County standards, operational needs and regulatory/permit compliance;
Verifies invoices for payment;
Coordinates and resolves utility conflicts;
Maintains project files and documentation;
Ensures necessary field inspections are conducted to verify compliance with the applicable code requirements of the Virginia Uniform Statewide Building Code, with the Public Facilities Manual, Erosion and Sediment Control Standards, as well as other Commonwealth laws and regulations relating to construction projects;
Prepares reports, studies and evaluations on contracts, and bid documents;
Facilitates and conducts meetings with public groups, citizens and other stakeholders to gain support for projects, explain issues and resolve conflicts;
Ensures clear and thorough communication with public and/or involved parties on all aspects of projects;
Prepares and presents reports to citizen groups, boards and commissions;
Attends meetings and conferences.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of topographic and construction surveying;
Knowledge of common methods and equipment used in building, maintenance and facility construction and of inspection methods used in reviewing such work;
Knowledge of real property descriptions;
Knowledge of the principles, practices and techniques relating to construction project management and contract administration;
Ability to learn the Public Facilities Manual, the Virginia Uniform Statewide Building Code and the codes and ordinances which apply to building construction and land disturbing activities in Fairfax County;
Ability to learn the Fairfax County Purchasing Resolution and agency-specific A/E contracting requirements;
Ability to review construction documents and proposals for cost evaluation and compatibility with County standards, guides and operational needs;
Ability to prepare technical reports and to present findings in a clear and concise format;
Ability to communicate and interact effectively with the public, senior County officials and citizen groups;
Ability to conduct and facilitate meetings with public groups, citizens and other project stakeholders;
Ability to use a computer for word processing, preparation of spreadsheets, e-mail, and presentation materials.

EMPLOYMENT STANDARDS:

Any combination of education, training and experience equivalent to:
Graduation from a four-year college or university with a bachelor's degree in Civil Engineering, Landscape Architecture, Environmental or Life Sciences, Construction Management, Business Administration, Facilities Management or related; PLUS

CLASS CODE: 5162

TITLE: CONSTRUCTION/MAINTENANCE PROJECT MANAGER I

GRADE: S-26

Page 3

Four years of progressively responsible experience in the supervision or management of construction or maintenance projects, including at least two years of experience in contract administration.

OR

Successful completion of the Project Manager Development Program and three years in the Assistant Project Manager Class.

CERTIFICATES AND LICENSES REQUIRED:

A valid driver's license may be required for some positions as identified to the Department of Human Resources.

RETITLED: November 19, 2009
ASSIGNED NEW CLASS CODE # February 4, 2008
ESTABLISHED: January 16, 2008